



# CITY OF SALEM SHERIFF'S OFFICE

## 2017 ANNUAL REPORT



A CULTURE OF CARING AND A  
TRADITION OF SERVICE!



*City of Salem Sheriff's Office*  
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Dear Citizen:

On behalf of the City of Salem Sheriff's Office I would like to offer this copy of our 2017 annual report. Since the office is a Virginia accredited agency, this document is prepared on an annual basis to meet the standards set forth by the Virginia Law Enforcement Professional Standards Commission. It is my hope that you will find the report both interesting and informative.

Inside you will find summaries of each area of service that we provide along with photos of our appointees engaged in performing their duties and more. I am proud to lead this group of men and women and look forward to our growth in 2018.

As the newly elected Sheriff of the City of Salem, I am happy to provide a recap of Sheriff Atkins' final year in office. I dedicate this annual report to his 33 years of service to our agency and the citizens of Salem.

Should you have any questions concerning the content of this report or otherwise have inquiries on Salem Sheriff's Office law enforcement initiatives, please feel free to contact us. Also, feel free to stop by our office anytime at 2 E. Calhoun St.

Yours in Service,

A handwritten signature in black ink, appearing to read "April M. Staton".

April M. Staton  
Sheriff

Contact Information:

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Salem, Virginia 24153  
(540)375-3040  
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## **Mission Statement**

We, the professional men and women of the Salem Sheriff's Office are empowered to defend the Constitution of the United States and the Commonwealth of Virginia. Through courtesy, care, trust and commitment, we will work diligently to provide the most effective and safe delivery of court services to our citizens.

## **Guiding Principles**

### **Integrity**

We have integrity. We serve the citizens with the highest moral and ethical standards. Honesty and moral courage guide us in our relations with all persons.

### **Respect**

We show respect. We treat each other and all people with respect in a consistent manner.

### **Professionalism**

We are professionals. We listen compassionately and act with respect, sincerity, and courtesy when interacting with each other and the citizens. We are firm in our convictions in upholding the laws, while treating others as we would want to be treated.

### **Commitment**

We are committed. We work in partnership with court personnel, city officials, other law enforcement agencies and the citizens of Salem to gain mutual respect and appreciation for one another. Together we will provide responsive and efficient quality service through cooperation, problem solving and accountability.

**“To serve with humility, so that we become the example to others”**

A handwritten signature in black ink, appearing to read "Gil Mustat".

**Sheriff**

## **Courthouse Security**

One of the primary functions of the Salem Sheriff's Office is security of the courts. This includes security of all courthouse staff, and members of the public that enter



the building for court or personal business. For security reasons, each person that enters the Courthouse is screened for weapons and/or prohibited items via the x-ray machine and magnetometer.

Left - Deputy Marvin Freeman assists a citizen at the front Courthouse Checkpoint

In 2017, there were 125 court sessions for Juvenile and Domestic Relations court, 131 General District court sessions, and 147 Circuit court sessions with petit jurors reporting for five (5) jury trials and five (5) meetings of the grand jury.

## **Transportation of Prisoners or Other Persons in Custody**

Our Office is responsible for the transportation of inmates that are scheduled for court in Salem. Transportation may be from any local jail or detention facility in the Commonwealth of Virginia, unless of course the inmate is housed at the Western Virginia Regional Jail (WVRJ). Per our agreement, the WVRJ transportation staff provide for delivery and pick up of Salem inmates housed in their facility. There were a total of 1332 court transports completed by our staff in 2017.

Our other transportation responsibilities are inmate medical appointments or emergencies as needed for inmates housed at the Roanoke County/Salem Jail, mental

health transports by court order, and extraditions of inmates from other states. In 2017, we traveled 71,800 miles in performance of our duties.

A statistic that has continued to increase over the last several years is the number of mental health transports we provide. Not only are the number of mental health transports increasing, the distances we are traveling are also much greater. There were a total of 68 mental health transports in 2017, with sixty (60) being outside of our jurisdictional area which is an increase of 38.3% from 2016.

### **Civil Process**

Civil process service is the delivery of legal documents to the persons named therein, in a lawful manner. These documents typically arise from the Juvenile & Domestic Relations, General District or Circuit courts however, we do frequently receive papers from attorney's and businesses. We served a total of 20,501 documents in 2017.

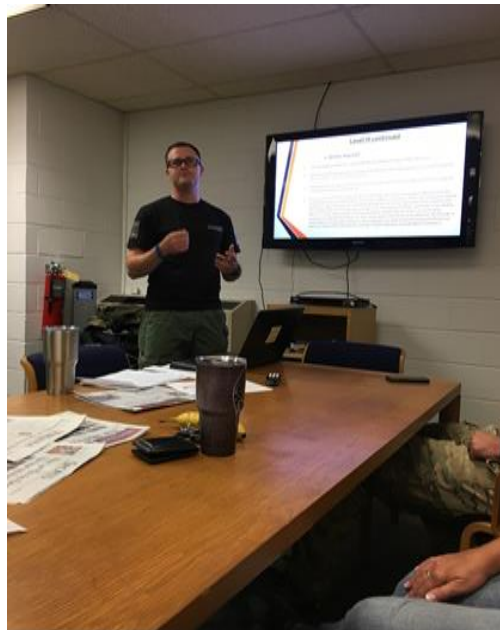




## Training



Due to the current challenges facing law enforcement, it is imperative that we continue to provide our staff with sufficient training to ensure operational preparedness. Along with hundreds of hours in out-of-office training, we have also completed in-house training utilizing our own certified instructors. We have provided initial as well as refresher training on topics such as communicable diseases, biased-based policing, officer survival, field medic and use of force, to name a few. Certified instructors also spend time instructing new recruits of the Cardinal Criminal Justice Academy.





Sgt. Mike Early from the Salem Police Department instructs on Urban Patrol Rifle Techniques

The Salem Sheriff's Office is dedicated to developing partnerships and working in coordination with other Law Enforcement agencies within our region. Our relationship with the Salem Commonwealth Attorney's Office and Salem Police Department are very important to us. We appreciate the assistance and support that they have provided us in 2017 and we are committed to working closely with them in the future.





## **Sheriff's Office Workforce**

The Salem Sheriff's Office workforce program was implemented on June 1, 2010. This is an alternative to incarceration for low level offenders in which individuals voluntarily work at various departments within the City of Salem in lieu of reporting to jail. Those who successfully complete the program may, at the discretion of the Judge, have their charge dismissed, or their jail time suspended. Those who are unsuccessful are returned to court and may then be convicted of the crime as charged.

Master Deputy Logan Pruett was the direct supervisor over all participants in the program in 2017. There were 29 workforce volunteers who completed a total of 635 hours in 2017, with 16 current volunteers going into 2018.

## **Community Involvement**

Each year we assist with Salem High School's After-Prom activities, the Needlework Guild, and volunteer for many events with Special Olympics. We are frequently contacted by schools to do presentations or to schedule visits to the courthouse. Our ability to impact the youth and all residents of Salem in a positive manner makes our contact with them very worthwhile and meaningful to our staff. We look forward to any opportunity to engage in our community.

Major April Staton visits with a resident  
after breakfast at Salem Terrace in July 2017





Major Staton having fun at a Salem school during lunchtime.



Deputy Branson assisting an injured child at the "Touch-a-Truck" event in July



Deputies Pruett and Branson are preparing for the excitement at Salem High School "After Prom 2017"







Above – Major Staton at “Growth Through Opportunities” Graduation 2017



Above - Deputy Jonathan Branson and “Adam”

The nationally recognized “Growth Through Opportunities” Cadet program (GTO) is a special part of the Salem Sheriff’s Office family. This program is designed for young adults with unique challenges to gain valuable social experience and job skills by volunteering with our Office. The cadets volunteer with us each Thursday for two (2) hours and engage in duties such as; assisting with the preparation of court documents, working with Civil Process personnel and other important tasks. We want to thank the GTO Cadets for their service to our community.



Sheriff's Office hosts students from Salem High School Job Shadowing Program

## **Professional Standards-Accreditation**

Accreditation is considered to be the ultimate measure of professionalism among law enforcement agencies. Agencies seek accreditation through the Virginia Law Enforcement Professional Standards Commission (VLEPSC). There are roughly 400 eligible agencies in Virginia. At this time, only 96 are accredited through the Commission. In addition to promoting public confidence and consistency, accreditation is important to:

- promote cooperation among agencies.
- ensure proper training for law enforcement personnel.
- increase the effectiveness and efficiency of services provided by law enforcement

Currently, there are 745 areas of compliance that must be met in order to achieve and maintain accredited status. Our Office successfully completed its last official on-site assessment in March of 2017 with 100% compliance.





Sheriff Atkins along with members of the Salem Sheriff's Office, Salem City Council and the VLEPSC Executive Board at the Re-accreditation presentation in Salem

Sheriff Atkins served as an executive board member with the Virginia Law Enforcement Professional Standards Commission. Part of his responsibility as a Commissioner is to present certificates of Accreditation to other law enforcement agencies across Virginia.

## **Promotions**

In July of 2017, Sheriff Atkins was able to engage in one of the most rewarding internal duties as a Sheriff and that is to promote individuals that have worked in dedication to the citizens of Salem.

Sergeant Steve Garber was promoted to the rank of Lieutenant and will oversee the Court Security / Fleet Management section of the Salem Sheriff's Office. Lieutenant Garber has been with the Sheriff's Office





for fifteen (15) years and has served in every capacity possible up to this point as a Deputy, Master Deputy and Sergeant.



Master Deputy Brian Herndon was promoted to the rank of Sergeant and will be responsible for all Front-Line Supervisor duties with the Salem Sheriff's Office. Sergeant Herndon has been with the Sheriff's

Office for just over nine (9) years and has served in every capacity possible up to this point as a Firearms Instructor, General Instructor, Deputy and Master Deputy.

We congratulate Lieutenant Garber and Sergeant Herndon on their promotions.

### **Sheriff's Office Website**

The Salem Sheriff's Office maintains a user friendly and informative website for our citizens. It provides helpful information on Office administrative staff, contact information, evictions and levies, jury duty, office initiatives, etc. We encourage our citizens to utilize this site and provide feedback on how we can improve its ease of use, quality of contents, or any other suggestions that may be of concern regarding our office.

## **2017 Brings Change**

In 2017, the Salem Sheriff's Office experienced some changes with the addition of three (3) new appointees and the departure of Sheriff "Ric" Atkins. We welcome Melanie Slaughter, Michael Adkins and Samuel Hoffert to the Salem Sheriff's Office and say "goodbye" to Sheriff Atkins.

We wish Sheriff Atkins the very best in his future. We hope that the good memories of his time spent with us will help to enrich his years of retirement. His faithfulness, passion, dedication and commitment to the citizens of Salem goes unsurpassed and we have been blessed to have him be a part of the Salem Sheriff's Office for many



Photos - Sheriff Atkins receiving accolades of recognition for his years of dedicated service.

years. Thank you for your service and for touching many lives in our community. You will be missed and we are forever grateful for your devotion in service to our city.





## **Salem Sheriff's Office**

### **Goals and Objectives 2018**

- Launch Salem Sheriff's Office Facebook page to share information, crime prevention tips, appointee achievements and build relationships with the online community in our area.
- Continue to be active members of our community by engaging in special events, school activities and faith based meetings.
- Implement a "New Court Security Plan" to enhance our effectiveness and efficiency.
- Continue to research and apply for grants that are applicable to our mission.
- Work in developing partnerships and to work in coordination with other Law Enforcement agencies within our region
- Engage in "cross-training" of recently hired deputies in specialized skill areas such as Civil Process and Jury Process.
- Our Salem Sheriff's Office goal is "To serve with humility, so that we become the example to others"

## **Commendations or Concerns**

We, the staff of the Salem Sheriff's Office, strive to deliver to the public the most professional and efficient delivery of court services. There may be times when you wish to commend or compliment one or all of the members of our staff for a job well done. If so, we would like to hear from you personally. You may e-mail, call, or come by our office and ask to speak to a supervisor.

We also recognize that there may be times when you have a question or concern about our operation or even a complaint. If you would like to voice these concerns or register a complaint, please come by our office and you will be instructed as to the proper procedure.

We would like to thank our citizenry and encourage input whenever possible. Together we can strive to meet our goals and perform our mission as it pertains to the overall administration of justice.

**For more information, please visit our website.  
<http://www.salemva.gov/departments/sheriff/SheriffsOffice.aspx>**



## CITY OF SALEM SHERIFF'S OFFICE WORKLOAD MEASURES FOR 2017

<i>Service of Court Papers</i>	
Levies executed	6
Writ of Possessions (Fieri Facias)	148
Subpoenas served	8,847
Jury summons served	922
Temporary Detention Orders served	69
Criminal warrants served	8
Other civil process served	10,628
<b>TOTAL SERVICES</b>	<b>20,501</b>
<i>Collections</i>	
Fees and Commissions	\$828.00
Collections on Levies	0
Sheriff's Sales	0
Total Money handled and disbursed	\$828.00
<b>REMITTED TO TREASURER</b>	<b>\$828.00</b>
<i>Courts Worked</i>	
Circuit Court	125
General District Court	131
Juvenile & Domestic Relations Court	147
<b>TOTAL SESSIONS</b>	<b>403</b>



<i>Transportation</i>	
Inmate court appearances	1,289
In-custody juvenile court appearances	43
Inmate medical events	15
Adult mental transports	63
Juvenile mental transports	5
TOTAL TRANSPORTS	1,415
TOTAL MILEAGE	71,800
<i>Extraditions</i>	
Extraditions (out of state)	0
<i>Custody</i>	
Persons taken into custody	133
Inmates placed in Roanoke Co/Salem Jail	1,288
Inmates placed in WVRJ	1,761



Master Deputy Pruett with members of the Salem Fire Department and Salem Police Department Color Guards at the Salem Half Marathon 2017



*City of Salem Sheriff's Office*  
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*Salem, Virginia 24153*